Catalog Definitions Documentation

PeopleSoft Module: Human Resources

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
WADM1089	**Course Name:** Workforce Administration	
	Course Name (short/abbrev): Work Adm	
	Course Duration: 2 Days	
	Course Description: This course is designed for agency Human Resources staff and Department of Personnel staff responsible for entering and maintaining employee records. Edison cross-module touch points, Human Resources concepts, and processing standard personnel actions will be covered. Standard personnel actions training will include: Maintaining Personal and Job Records, processing Position Changes, entering employee Performance Reviews, and running Human Resource reports.	
	Prerequisites: 99 – Basic Navigation	
	Recommended Audience: - Agency HR staff - Department of Personnel staff	
	Course Objectives: - Learn how to add employees or persons-of-interest to the Edison system. - Learn how to maintain/update employee personal and job information. - Learn how to create and monitor employee performance reviews. - Learn how to run Human Resource reports.	